

BASIC ORDERING AGREEMENT BETWEEN

Nova Machine Products

AND

Department of Energy
(Management and Operating Contractors/Management and Integration)

SRF 1999 BOA0001

Agreement Components

- [Basic Ordering Agreement](#)
- [Attachment 1 -- List of Items](#)
- [Attachment 2 -- Business Practices and Performance Goals](#)
- [Fastener Specification -- C-SPS-G-00080 Revision 2](#)

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This Basic Ordering Agreement (BOA) between Nova Machine Products and The Department of Energy (DOE) is entered into to provide Safety Related Fasteners to the DOE and its Management and Operating Contractors/Management and Integration and designed affiliates in accordance to the following:

1. The distribution and/or manufacturing of Safety Related Fasteners (Attachment 1) or any other Safety Related Fasteners.
2. Pricing Methodology was established by Nova Machine Products for Safety Related not identified in Attachment 1. This can be obtained from Nova Machine Products or the Administrative Facility – Westinghouse Savannah River Company.
3. ICPT General Terms and Conditions Revision 9/98 were incorporated for this Agreement.
4. This Agreement is for the Department of Energy and those contractors and designated affiliates.
5. To provide Safety Related Fasteners that do not have Head Markings that are designated on the Suspect Headmark List.
6. Unless indicated differently by the Releaser of the Purchase Order, all orders shall be in compliance to Fastener Specification C-SPS-G-00080 Rev. 2
7. This Agreement is in accordance with the Business Practices mentioned in Attachment 2.
8. Any news release, public announcement, advertisement or publicity proposed to be released by either party concerning the existence of this Agreement, its terms or conditions or the activities of either party in connection with the resulting agreement shall be subject to the approval of both parties prior to release.

The parties agree that the DOE (including DOE field offices) or any entity having a prime contract with the DOE awarded pursuant to Federal Acquisition Regulation (FAR) Subpart 17.6 and the Department of Energy Acquisition Regulation (DEAR) Subpart 917.60 may place orders under this BOA and receive the appropriate, discounted price.

A BOA is a written instrument of understanding that contains (1) terms and conditions applying to future subcontracts and delivery orders between the parties during its term, (2) a description of materials to be provided and (3) methods for pricing, issuing, and delivery under future subcontracts. This BOA is not a contract and is unfunded. This BOA is awarded by the ICPT and is not a mandatory source for the DOE complex; however, it is an available tool for any M&O/M&I contractor in the DOE complex. A listing of DOE contractors can be found in Attachment 4.

Article 1 – Scope of Work

The objective is to provide Safety Related Fasteners to Management and Operating Contractors/Management and Integration and affiliates associated with the Department of Energy. All orders placed hereunder shall reference the number of this BOA (SRF 1999 BOA0001) and the Order Release Number as required. Nova Machine Products agrees to furnish such quantities of Safety Related Fasteners described herein as M&O/M&I may order during the term of this agreement. Nova Machine Products' obligation to each M&O/M&I shall become effective upon acceptance of particular orders issued under this agreement. Each M&O/M&I shall place its own orders under this Agreement and shall coordinate the logistics with Nova Machine Products involving ordering and billing.

Nova Machine Products may be requested to review databases of the participating M&O/M&I in order to help with stocking requirements, standardization, and nomenclature. In addition, Nova Machine Products may be requested to support the complexes by providing training to technical/procurement personnel with fastener issues and market trends.

Nova Machine Products shall support, promote, and focus on quality and customer service through written quality policies, performance measures, and an organizational structure with clearly defined lines of authority and responsibility for quality.

Nova Machine Products agrees to furnish such quantities of Safety Related Fasteners described herein as M&O/M&I may order during the term of this Agreement. Nova Machine Products' obligation to each M&O/M&I shall become effective upon acceptance of particular orders issued under this Agreement.

The terms of this BOA is for three years with two (1) one year options that may be bilaterally exercised in one year increments. These optional years will be evaluated on a year by year basis. Effective term of this Agreement is May 20th of 1999 through April 30, 2002.

Article 2 – Delivery/Payment

The work specified in Article 1 shall be completed and delivered as follows:

- ❖ F.O.B. Point (point of delivery) : Destination - Freight Prepaid and Allowed to the M&O/M&I facility
- ❖ Payment Terms: 1-1/2% 10-15 Days, Net 30 Days

Delivery location and schedule shall be negotiated for each order under this BOA. For expedited transportation needs, the M&O/M&I shall coordinate with Nova Machine Products and shall be responsible for cost incurred.

Nova Machine Products shall rely on previous history and communication with the facilities in order to establish initial stocking requirements. Upon acceptance of this Agreement, Nova Machine Product shall make every effort to improved lead times for orders awarded under this agreement. Reports to the BOA Procurement Administrator shall indicate date of order and date of shipment orders placed. Quarterly communications shall take place in order to help review delivery times and address issues to resolve long lead times.

Pay-By-Receipt to be an option between Nova Machine Products and the M&O/M&I when it is feasible for the organizations involved.

Nova Machine Products offers a cash discount of 1-1/2% if payment is received fifteen (15) days from date of Invoice. This will also be reviewed on a quarterly basis. Facilities that continuous delay payments and still take discounts will be subject to have the cash discount removed. Invoices can not be sent by Nova Machine Products to the facilities before shipment has occurred.

Article 3 – Fixed Prices

The M&O/M&I shall be entitled to purchase Safety Related Fasteners identified in Attachment 1 and according to the Pricing Methodology found in Attachment 2.

The prices identified in Attachment 1 are firm through April 30, 2000. Every twelve months, the prices will be evaluated by Nova Machine Products and the BOA Administrative Facility. The PPI will be reviewed to justify fluctuation of prices. Nova Machine Products agrees to a 50/50 share increase or decrease in prices in years 2, 3, and any options years utilized at a rate equal to the Producers Price Index (PPI) on an annual basis. The PPI categories and product codes to be evaluated are defined on the next page:

Product – 3452

- 3452 Bolts, Nuts, Screws, Rivets, and Washers
- 3452 #432 Flanged, Self-Locking, Set, and Wood Screws
- 3452 #434 Cap Screws, 1/4 in. diameter and above
- 3452 #711 Screws (All Types)

Raw Material – 3312

- 3312 Blast Furnace and Steel Mills
- 3312 #213 Semi-Finished Products (excluding wire rods), Carbon
- 3312 #21311 Billets, Carbon
- 3312 #219 Wire Rods, Carbon
- 3312 #23611 Billets, Alloy
- 3312 #25611 Billets, Stainless
- 3312 #259 Wire Rods, Stainless
- 3312 #42211 Bars, H.R., Carbon, Merchant Quality
- 3312 #42212 Bars, H.R., Carbon, Special Quality
- 3312 #435 Heavy Structural Shapes, Alloy
- 3312 #448 Tool Steel, High Speed, Alloy
- 3312 #449 Tool Steel, Other Than High Speed, Alloy
- 3312 #453 Plates, Stainless
- 3312 #45314 Grade 304
- 3312 #45315 Other Grade 300 Series
- 3312 #46111 Bars, H.R., Stainless (300 Series)
- 3312 #46112 Bars, H.R., Stainless (400 Series)
- 3312 #46114 Grade 304)
- 3312 #511 Plain Wire, Carbon
- 3312 #515 Galvanized Wire, Carbon
- 3312 #551 Stainless Wire
- 3312 #75114 Grade 304
- 3312 #75514 Grade 304
- 3312 #85111 Bars, C.F., Stainless (300 Series)
- 3312 #85112 Bars, C.F., Stainless (400 Series)
- 3312 #85114 Grade 304
- 3312 #85115 Other 300 Series
- 3312 #B62 Open Die or Smith Forging (hammer or press), Ferrous
- 3312 #B63 Alloy Steel, Excluding Stainless and Hi-Temp

There shall be no minimum line item charges for this agreement. However, Nova Machine Products will need to produce to the administrative facility in the quarterly report the number of line items that their company receives that are less than \$50.00 per order. After a period of time, a review shall be taken to see if a minimum order amount is needed to help the supplier with low volume orders. The purpose to initiate a no minimum requirement is based on the input from other sites that have computer ordering systems that do not allow such actions and thus discouraging participation.

Nova Machine Products offers a cash discount of 1-1/2% if payment is received fifteen (15) days from date of Invoice. This will also be reviewed on a quarterly basis. Facilities that continuous delay payments and still take discounts will be subject to have the cash discount removed. Invoices are not be sent by Nova Machine Products to the facilities before shipment has occurred.

Article 4 – Pricing Methodology

As agreed to by Nova Machine Products, Safety Related Fasteners purchased that are not associated with the list of items found in Attachment 1, shall not exceed the price per the methodology agreed to by Nova and the Evaluation Team.

Article 5 – Administrative

Nova Machine Products will be responsible to provide the BOA Administrative Facility (WSRC) of this agreement usage information. This report shall include all purchases by M&O/M&I quarterly. Cumulative yearly total may be requested as well. Each M&O/M&I may also request their own usage history. The quarterly report shall include such information as:

- Date of Order
- Brief Description, Quantity, and Price
- Name of Person/Location Placing the Order
- Date Shipped
- Shipped Complete (Y/N)
- Number of Rejections & Reason for Rejection

BOA Procurement Administrator's Address is as follow:

Westinghouse Savannah River Company
Bldg: 730-4B
Aiken, South Carolina 29808
Attn: Jimmy Miles

Phone Number: 803-952-6568

Fax Number : 803-952-8469 (pause key) 6568

e-mail Address: jimmy.miles@srs.gov

Additional Contact at WSRC: Terry McLane
(803)-952-6124
terry.mclane@srs.gov

BOA Sellers Administrator's Address: Nova Machine Products Corporation
18001 Sheldon Road
Middleburg Heights, Ohio 44130
Contact: Tim Walker [Executive Vice-President]
Phone Number: 216-267-3200
Fax Number: 216-433-1640
e-mail address: twalker@nova-nsa.com
Homepage: <https://www.nova-nsa.com/>

Points of Contact for Nova Machine Products:

Mr. Joe Smith
Director of DOE Business Development
Phone Number: 504-263-1300
Fax Number: 504-263-5533
e-mail address: joesmith@nova-nsa.com

Mr. Martin Kossick
Account Executive
Phone Number: 216-898-8020
Fax Number: 216-898-8021
e-mail address: mkossick@nova-nsa.com

Article 6 – Site Specific Terms and Conditions

Nova Machine Products acknowledges that the M&O/M&I may have requirements unique to its post, mission, and/or geographic location. Therefore, Nova Products agrees that the M&O/M&I placing orders under this BOA reserves the right to incorporate its own Site-Specific Terms & Conditions relative to Environmental Safety and Health considerations as well as FAR, DEAR, or other applicable regulations and laws. Fastener Specification C-SPS-G-00080 Revision 2 shall govern fastener purchases under this agreement unless Nova Machine Products and the M&O/M&I reach agreement for exceptions. The purchase order shall govern the contractual agreement between Nova Machine Products and the M&O/M&I. Fastener Specification C-SPS-G-00080 Rev. 2 may be revised, upon bilateral agreement, during the life of this agreement. In addition, a DCF, Design Change Form, may be submitted to make additions and/or clarifications to this specification instead of changing the revision. A DCF will act as a permanent record to the specification.

Article 7 – Value Added Services

One of the primary objectives of this Agreement is to provide a more timely delivery of Safety Related Fasteners without compromising the quality assurance requirements. Without initial historical data, M&O/M&I acknowledge that there will be some period of time in order to understand each needs and requirements. Under this Agreement, it is expected from Nova Machine Products to develop relationships with the participating M&O/M&I in order to obtain an understanding of their particular needs. By working with these M&O/M&I(s) it will be important to stock some of the more commonly used fasteners in order to provide a timely delivery schedule.

Nova Machine Products shall have the option to review databases of the requesting M&O/M&I in order to help with standardization and nomenclature. In addition, Nova Machine Product may be requested to support the M&O/M&I facilities by providing training to technical/procurement personnel with fastener issues and market trends.

Nova Machine Products agrees to provide the exact quantities ordered.

Nova Machine Products organization structure agrees to support, promote, and focus on quality and customer service through a written quality policy, performance measures, and an organizational structure with clearly defined lines of authority and responsibility for quality.

Each M&O/M&I may request in writing from Nova Machine Products a historical usage of the Safety Related Fasteners purchased. A quarterly written report shall be required by Nova Machine Products for all the historical activity of all participating M&O/M&I and this report shall be forwarded to the administrator's address. The information required for this report is outlined in section 5 of the Request for Quote.

Nova Machine Products shall be responsible for the freight in the return of a Safety Related Fastener that was rejected due to non-compliance.

Article 8 - Entirety

This document and the attachments specifically referred to herein embody the entire BOA agreement and understanding between Nova Machine Products and the DOE – M&O/M&I and there are no other agreements, understandings, conditions, warranties or representations, oral or written, expressed or implied, that shall be of any force or effect unless (1) reduced to in writing and signed by both parties hereto and (2) expressly referred to as being a modification of this BOA Agreement.

IN WITNESS HEREOF, the parties have executed this document as of this day and year of this signature date.

BOA Administrator

Nova Machine Products

Site: Westinghouse Savannah River Co.

By: Jim Mraz

By: Jimmy Miles

Title: President

Title: Senior Buyer

Date: 6/18/99

Date: 6/16/99

Site: Westinghouse Savannah River Co.

By: Terry Mclane

Title: Mgr. of Strategic Sourcing

Date: 6/16/99

Attachment 1

This attachment contains a list of items for many of the Safety Related Fasteners that may be purchased through this Agreement. All of these fasteners satisfy the requirements outlined in Fastener Specification C-SPS-G-00080 Revision 2. Nova Machine Product agrees to publish these items and prices to the DOE – M&O/M&I.

The prices for Safety Related Fasteners shall be evaluated every twelve months.

Hex Bolts/Cap Screws

A307-Grade A, A449 Type 1, SAE J429 Grade 5, A354 Grade BD, A354 Grade BC, SAE J429 Grade 8, A193-B7, A193-B8 Class 1, A320-B8, A193-B8 Class 2, F593 Grade 1, F593 Grade 2, A193-B8M, and A320-B8M

Heavy Hex Bolts/Heavy Hex Screws

A307-Grade B, A193-B7, A193-B8 Class 1, A193-B8 Class 2, and A193-B8M

Heavy Hex Structural Bolts

A325 Type 1, A325 Type 3, and A490 Type 1

Full Threaded Studs

A307 Grade A, A307 Grade B, A193-B7, A193-B8 Class 1, A193-B8 Class 2, and A193-B8M

Threaded Rod –Right Hand Threads

A307 Grade A, A307 Grade B, A193-B7, A193-B8, and A193-B8M

Hex Nuts

A563-A, F594 Grade 1, and F594 Grade 2

Heavy Hex Nuts

A194-2H, A194-7, A194-8, A194-8 (Strained Hardened), A194-8A, A194-8F, A194-8M, A563-A, and A563-DH

Hex Machine Screw Nuts

Mat: Carbon Steel and 18/8 Stainless Steel

Machine Screws

Mat: Carbon Steel and 18/8 Stainless Steel

Pan Head, Slotted or Cross Recessed

Round Head, Slotted or Cross Recessed

Fillister Head, Slotted or Cross Recessed

Socket Head Capscrews

F837 and A574

Flat Head Socket Capscrews

F835

Button Head Socket Capscrews

F835 and F879

Socket Head Shoulder Screws

Per ANSI B18.3

Socket Set Screw – Cup Point, Flat Point and Half Dog Point

F912

Flat Head Socket Capscrews

F879

Flat Washers

F844, F436 Type 1 and 3, 18/8 SS

Lock Washers

Carbon Steel and 18/8 Stainless Steel

Lock Washers : Internal/External Tooth

Carbon Steel, Zinc Plated

Washers : Beveled, Hardened

Per ANSI B18.23.1

Attachment 2

Business Practices and Performance Goals For SRF 1999 BOA0001

1. Ordering

- ❖ Orders may be communicated to Nova Machine Products in several forms: Electronically, verbally, written, or Procurement Card. Each facility may have different procedures that allow different types of ordering.
- ❖ Nova Machine Products is to work with the BOA Administrator and other facilities to evaluate ways to standardize the ordering process.

2. Delivery

- ❖ The lead time shall be communicated with the releaser. As time develops with this Agreement, lead times for the standardized items or requested stock items shall be reduced to five business days or less. Lead time is defined as the length of time from Nova's receipt of the order until arrival to the requestor's facility.
- ❖ Emergency orders are to be coordinated by the releaser and Nova Machine Products. Expedited and/or Premium Transportation fees shall be negotiated between the parties involved.

3. Fastener Returns

- ❖ Nova Machine Products is responsible for the cost of the freight for safety Related Fasteners that were rejected due to non-compliance.
- ❖ If there is continuous non-compliance issues between a facility and Nova Machine Products, it shall be the responsibility of both organizations to determine a root cause and identify ways to resolve quality issues.
- ❖ Non-compliance orders shall be recorded on the quarterly report by Nova Machine Products and provided to the BOA Administrator.

4. Reporting

- ❖ Nova Machine Products shall provide a customized report on a quarterly basis to the BOA Administrator. This report shall indicate all orders received during this time period that were placed under this Agreement.

❖ The following data is required on the Quarterly Report:

- Date of Order
- Brief Description, Quantity, and Price
- Name of Person/Location Placing the Order
- Date Shipped – Complete (Y/N)
- Number of Rejections & Reason for Rejection

❖ This report is due on the 10th day of the month exceeding the quarterly period. The first report shall involve the months of June, July, August, and September. This report will be due on October 10, 1999. The next report will include the months of October, November, and December. The report is due on January 10, 2000.

❖ An annual cumulative report may be requested by the BOA Administrator in order to obtain yearly historical usage information. This report would always be due in January.

❖ Each M&O/M&I may request their individual information concerning orders that have been placed under this Agreement. Nova Machine Products is to supply this information when it is requested.

5. Communication

❖ Based on the distance between Nova Machine Products and the BOA Administrator, most communications will need to transpire by phone or e-mail. Both will need to communicate on a regular basis, especially in the first six months of the Agreement.

❖ There may be situations where travel may be needed in order to help resolve pending issues. Both parties will need to be cooperative.

6. Training

❖ Nova Machine Products will inform the BOA Administrator of opportunities that exist in order to educate site employees with various training programs. Nova shall take an active role in supporting the different M&O/M&I facilities with seminars and training programs when applicable.

7. Additional Information

- ❖ Tim Walker and Martin Kossick are the primary contacts at Nova's facility in Middleburg Heights, Ohio.

Tim Walker
Phone: (216)-267-3200
Fax: (216)-433-1640
e-mail: twalker@nova-nsa.com

Martin Kossick
Phone: (216)-898-8020
Fax: (216)-898-8021
e-mail: mkossick@nova-nsa.com

- ❖ Joe Smith will be responsible for the development, communication, and administration of this Agreement throughout the DOE complex.

Address: 3520 General DeGaulle Drive
Suite 3001
New Orleans, LA 70114
Phone: (504)-263-1300
Fax: (504)-263-5533
e-mail: joesmith@nova-nsa.com

- ❖ As this Agreement matures, Nova Machine Products will work with the BOA Administrator and other M&O/M&I's to continue to reduce costs while maintaining excellent quality and customer service

8. Performance Goals

- ❖ The quarterly report will assist the BOA Administrator in the evaluation of lead times. It shall be the combined efforts of Nova Machine Products and the M&O/M&I(s) to determine methods and strategies to help reduce lead times. Lead times will be kept on file with the BOA Administrator and will be responsible to frequently communicate with Nova to discuss areas of concern involving delivery times.
- ❖ It is requested that Nova Machine Products ship orders complete. If the requestor agrees to have partial quantities shipped in order to fulfill an immediate need, the requestor shall communicate this to Nova. Completed purchase orders will also be monitored and requested in quarterly report.

Fastener Specification C-SPS-G-00080 Revision 2
Dated 11/9/98

1.0 Scope

The purchase of bulk fastener material includes, but not limited to, the following items: Bolts, Screws, Full-Threaded Rods, Studs, Nuts, and Washers.

2.0 References

2.1 The Seller shall control the quality of items and services to meet the requirements of this specification, and the listed codes, and standards applicable to the extent referenced within the text of this specification.

2.2 American Society for Testing and Materials

- | | | |
|--------|-----------------|--|
| 2.2.1 | ASTM A29-1993a | Standard Specification for Structural Steel Bar, Carbon Alloy, Hot-Wrought and Cold-Finished |
| 2.2.2 | ASTM A36-1996 | General requirements for Standard Specification for Structural Steel |
| 2.2.3 | ASTM A108-1995 | Standard Specification for Steel Bars, Carbon, Cold-Finish, Standard Quality |
| 2.2.4 | ASTM A153-1995 | Standard Specification for Zinc Coating (Hot-Dip) on Iron Steel Hardware |
| 2.2.5 | ASTM A193-1997a | Standard Specification for Alloy-Steel and Stainless Steel Bolting Materials for High-Temperature Services |
| 2.2.6 | ASTM A194-1997 | Standard Specification for Carbon and Alloy – Steel Nuts for Bolts for High Pressure and High-Temperature Services |
| 2.2.7 | ASTM A307-1994 | Standard Specification for Carbon Steel Bolts and Studs, 60,000 psi Tensile Strength |
| 2.2.8 | ASTM A320-1995a | Standard Specification for Alloy-Steel and Stainless Steel Bolting Materials for Low-Temperature Service |
| 2.2.9 | ASTM A325-1997 | Standard Specification for Structural Bolts, Steel, Heat Treated 120/105 ksi minimum Tensile Strength |
| 2.2.10 | ASTM A354-1997 | Standard Specification for Quenched and Tempered Alloy Steel Bolts, Studs, and other Externally Threaded Fasteners |
| 2.2.11 | ASTM A449-1993 | Standard Specification for Quenched and Tempered Steel Bolts and Studs |
| 2.2.12 | ASTM A490-1997 | Standard Specification for Heat-Treated Structural Bolts, 150 ksi Minimum Tensile Strength |
| 2.2.13 | ASTM A563-1996 | Standard Specification for Carbon and Alloy Steel Nuts |
| 2.2.14 | ASTM A574-1992 | Standard Specification for Alloy Steel Socket Head Cap Screws |

- 2.2.15 ASTM B695-1991 Specification for Coating of Zinc Mechanically Deposited on Iron Steel
- 2.2.16 ASTM F436-1993 Standard Specification for Hardened Steel Washer
- 2.2.17 ASTM F467-1993 Standard Specification for Non-Ferrous Nuts for General Use
- 2.2.18 ASTM F593-1995 Standard Specification for Stainless Steel Bolts, Hex Cap Screws, and Studs
- 2.2.19 ASTM F594-1991 Standard Specification for Stainless Steel Nut
- 2.2.20 ASTM F837-1991 Standard Specification for Stainless Steel Socket Head Cap Screws
- 2.2.21 ASTM F844-1990 Standard Specification for washer, Steel, Plain (Flat)
- 2.2.22 ASTM F1554-1994 Standard Specification for Anchor Bolts, Steel, 36, 55, and 105 ksi Yield Strength

2.3 American National standards Institute

- 2.3.1 ANSI/ASME B1.1-1989 Unified Inch Screw Threads
- 2.3.2 ANSI/ASME B18.2.1-1996 Square and Hex Bolts and Screws
- 2.3.3 ANSI/ASME B18.2.2-1987 Square and Hex Nuts
- 2.3.4 ANSI/ASME B18.2.6-1996 Fasteners for use in Structural Application
- 2.3.5 ANSI/ASME B18.3-1998 Socket Cap, Shoulder, and Set Screws
- 2.3.6 ANSI/ASME B18.6.3-1972 Slotted and Recessed Head Machine Screws and Machine Screw Nuts
- 2.3.7 ANSI/ASME B18.21.1-1994 Lock Washers
- 2.3.8 ANSI/ASME B18.22.1-1965 Plain Washers
- 2.3.9 ANSI/ASME B18.23.1-1967 Beveled Washers
- 2.3.10 ANSI/ASME NQA-1-1994 Quality Assurance Program

2.4 Society of Automotive Engineers

- 2.4.1 SAE J429-1997 Mechanical and Material Requirements for Externally Threaded Fasteners

Note: In case when purchase order specifies standard or standards other than those listed in paragraph 2.2, 2.3, and 2.4, the Supplier shall furnish the product as per the referenced standard meeting all other requirements of this specification.

2.5 Definitions

2.5.1 Bolt

A bolt is a headed and externally threaded fastener designed for insertion through holes in assembled parts and is normally intended to be tightened or released by torquing a nut.

2.5.2 Buyer

Purchasing representative with the authority to execute, administer, and terminate the contract, and make related determination and findings. The term includes certain authorized representatives delegated by the Purchasing Representative.

2.5.3 Certified Material Test Report (CMTR)

A written document, signed and approved by qualified personnel, that contains sufficient data and information to verify specification, heat/lot number, chemical composition, physical properties and actual results of all required tests for the procured item.

2.5.4 Fasteners

Fasteners are named bolts, screws, or studs depending upon their intended use.

2.5.5 Finish

The term finish is applied to the surface condition of a fastener as a result of chemical or organic treatment applied after fabrication.

2.5.6 Galvanizing

The process of coating iron or steel with zinc.

2.5.7 Hot Dip Galvanizing

The process of immersing the parts to be coated in a bath of molten zinc.

2.5.8 Plain

Indicates that the fastener had no supplementary surface treatment other than being oiled.

2.5.9 Screw

A headed and externally threaded fastener capable of being inserted into tapped hole in assembled parts and being tightened by torquing its head.

2.5.10 Stud

A stud resembles a threaded rod; one end assembles into a trapped hole, the other end receives a nut.

2.5.11 Supplier

An individual or organization that furnishes items or services in accordance with a procurement document. An all-inclusive term used in place of any the following: vendor, seller, contractor, subcontractor, fabricator, consultant, and their sub-tier levels.

2.5.12 Supplier Deviation Disposition Request (SDDR)

A form to notify the Buyer when a product or service does not meet the established contract requirements creating a contractual discrepancy. The Supplier proposes a disposition for the contract discrepancy for the Buyer's disposition. This form is also used to notify the Buyer of a proposed change to the contract document that can occur due to unanticipated additional work.

- 2.5.13 Surveillance
The act of monitoring or observing to verify whether an item or activity conforms to specified requirements.
- 2.5.14 Testing
The documented determination or verification of the capability of an item to meet specified requirements by subjecting the item to a set of physical, chemical, environmental, or operating conditions.
- 2.5.15 Traceability
Ability to trace history, applications, or location of an item or items or activities by means of recorded identification otherwise determining and documenting whether items, processes, services, or documents conform to specified requirements.
- 2.5.16 Verification
The act of reviewing, inspecting, testing, checking, auditing, or otherwise determining and documenting whether items, process, services or documents conform to specified requirements.
- 2.5.17 Level C Storage
Storage facility that prevents the finished product from exposure to environment, air born contamination, acceleration forces, and physical damages.

3.0 General Fabrication Requirements

- 3.1 The Supplier shall ensure that all the fasteners, threaded rods, nuts, and washers delivered to the requestor shall meet all criteria identified in the applicable ASTM or SAE Standard Specifications listed in paragraph 2.0 and imposed by specific project related procurement documents.

3.2 Specific Requirements for Fasteners

- 3.2.1 The material requirements for the fasteners, threaded rods, nuts, and washers are as shown in Attachments D or E.
- 3.2.2 The specific grade, type, class or threaded designation of material to be furnished shall be as set forth in the procurement document. Thread requirements for fasteners shall be in accordance with ANSI B1.1, as further set forth in Attachment D or E. Threads for square and hex bolts and screws shall be in accordance with ANSI B18.2.1 and those for square and hex nuts shall be in accordance with ANSI B18.2.2.
- 3.2.3 B8 Class-2 fasteners shall be machined from strain hardened bar stock and use of warm heading technique is prohibited.

3.3 Special Processes

Zinc coating requirements for fasteners, nuts and washer materials shall be either by ASTM A153 Class C or ASTM B695 Class 50. The coating process for bolts, nuts and washers shall not be mixed in same lot. Further mechanically deposited zinc-coated nuts shall be tapped oversize prior to zinc coating and need not be re-tapped afterwards where as hot-dip zinc-coated nuts shall be tapped after zinc coating. Any special electrodeposited coating shall be per the coating specification given in the procurement document.

4.0 Deliverables (including Submittals)

- 4.1 Quality Verification Documents identified in Attachment B shall accompany all product shipments. The Supplier shall attest to conformance with the requirements of this specification by signing block 15 of Attachment B.
- 4.2 When Certified Material Test Reports are required, the material heat number(s) and the ASTM or SAE Standard Specification number, as applicable, including year of revision shall be shown on the test report form.
- 4.3 When Certificate of Conformances are required for items, the following requirements apply:
 - 4.3.1 The certification system, including the procedures for completing, reviewing, and approving the certificate shall be described in the Supplier's administrative control system.
 - 4.3.2 Surveillance audits, independent inspections, or tests of the material or item shall verify the certificates and the effectiveness of the certification system by a designated representative of the requestor on an as-needed basis. Verification shall be conducted as required by qualified personnel at intervals commensurate with the Supplier or Subcontractor's history of performance and the results documented.
 - 4.3.3 The certificate shall identify the Supplier's quality program by name and revision number, identify the purchased item or service by name, and include a unique identification number (i.e. purchase order number, project number, part number).
 - 4.3.4 The certificate shall identify the specific procurement requirements met by the purchased item by including a list of the specific requirements or by providing a copy of the purchase order and other procurement document with the certificate. The procurement requirements identified shall include any approved changes, waivers, or deviations.
 - 4.3.5 The certificate shall identify any procurement requirements that have not been met and reference the applicable nonconformance report on to SDDR.
 - 4.3.6 A person shall attest to the certificate who is responsible for the quality function and whose function and position are described in the Supplier's administrative control system.

4.4 Supplier Exceptions

Deviations after the award of a purchase order are subject to Buyer approval prior to proceeding with an activity to the deviation. The supplier shall identify and document deviations from requirements of the procurement document and technical documents, and shall transmit these deviations to the requestor for review and disposition on the Supplier Deviation Disposition Request (SDDR) Form included in Attachment C. The Supplier shall describe the recommended disposition based on appropriate analysis. SDDR's prepared by those lower tier organizations engaged by the Supplier shall be submitted through the Supplier to the requestor. The requestor will obtain complete action on the SDDR and return a copy with applicable attachments to the Supplier. Where indicated, the Supplier or requestor shall revise documents to reflect the changed conditions.

5.0 Quality Assurance

Perform work in accordance with the procurement document and specifications. Supplier Quality Assurance Program shall meet the requirements of Attachment A.

6.0 Packaging, Handling, Shipping and Storage

6.1 The Supplier shall establish and maintain control for the packaging, handling, storage and shipping of fasteners in accordance with the Procurement Document. The deliverable items of this procurement specification have been defined as Level C and shall meet the following requirements:

6.2 Packaging

6.2.1 Prior to packaging the fasteners (including nuts and washers), dirt, oil, residue, water, and other contamination shall be removed to prevent deterioration during handling, shipping, and storage. The fasteners shall be shipped unassembled (without washers and nuts threaded thereon) unless otherwise noted in the procurement document. Threaded protectors shall be used when specified in the procurement document.

6.2.2 Packaging shall be in a weatherproof container and shall be marked with information set forth for the material's ASTM or SAE designation Purchase Order Number, Purchase Order Item Number, Name of Item, and any additional item specified in Project Specific Procurement Specifications.

6.3 Shipping and Handling

All fasteners (including nuts and washers) shall be shipped and handled in a manner that prevents damage to the fasteners. Every precaution should be taken to prevent stainless steel fasteners contacting carbon steel fasteners or any material having more than 250 ppm total chlorides. Supplier may not ship deficient material until approval of the SDDR provided by the requestor.

6.4 Storage

Items shall be stored indoors or otherwise protected from elements by packaging or protective covering.

7.0 Marking / Identification

All identifying markings for manufacturer and grade shall be as specified in the applicable ASTM or SAE Standard Specification. Additional marking, such as heat/lot number when required, will be identified in the purchase order.

8.0 Inspection, Testing and Surveillance

8.1 Inspection, testing, and surveillance shall be performed in accordance with the applicable ASTM or SAE Standard Specification requirements.

8.2 Supplier Inspection

The Supplier is responsible for performing inspections as required to ensure compliance with all material and documentation requirements identified in this specification.

8.3 Supplier Testing

8.3.1 The Supplier shall conduct material tests as required to conform compliance with the quality and technical requirements identified in this specification.

- 8.3.2 Requestor may perform independent confirmation chemical and mechanical testing of the material properties submitted with the certification of the Supplier. Such confirmation testing shall not relieve the Supplier from meeting the quality standards and requirements set forth in this specification.

8.4 Surveillance

The requestor reserves the right to have any or all Supplier and Sub-Supplier facilities and activities related to this Procurement Specification observed and evaluated by a Quality Assurance Department (QAD) Representative.

9.0 Final Acceptance Methods

Final acceptance shall be by receipt of inspection, which consist of document review, physical damage, and head marks.

10.0 Attachments (All on file with Supplier and Administrating Facility)

Attachment A – Supplier Quality Assurance Program Requirement Data Sheet

Attachment B – Quality Verification Document Requirements

Attachment C – Supplier Deviation Disposition

Attachment D – Fastener Material Requirements

Attachment E – SAE Fastener Material Requirements